



ACTIVITY 1: READING COMPREHENSION

MSWORD FEATURES

MAC TEXT-TO-SPEECH

ONLINE TOOL – AWESOME HIGHLIGHTER

tforl-Chelsea.wikispaces.com

READABILITY STATISTICS - *Open up the “Cheetah” file in the Wiki under Activity1*

1. What grade level do you think this article is?
2. To activate Readability Statistics, go to **Tools on the Main Menu** - Select Spelling and Grammar > Select the Options button > Check the box “Show Readability Statistics” under the Grammar section > Click OK.
3. Go back to the **Tools Menu** and select spelling and grammar; click through the spell check and a window will appear with the readability statistics.
 - Flesch Reading Ease number: The higher the number, the easier the reading.
 - The Flesch-Kincaid Grade Level converts the Reading Ease score to a United States grade school level.

TEXT TO SPEECH (ALSO KNOWN AS TTS OR READERS) — **SUPPORTS REPRESENTATION OPTIONS** (RECOGNITION OR KNOWLEDGE NETWORK)

For the Mac:

- Go to System Preferences; select Speech. With the Leopard OS, select Alex, a natural voice or another acceptable voice for other OS.
- Check “Speak selected text when key is pressed”.
- **Set Key** by selecting Command + Option + T to toggle this TTS tool.

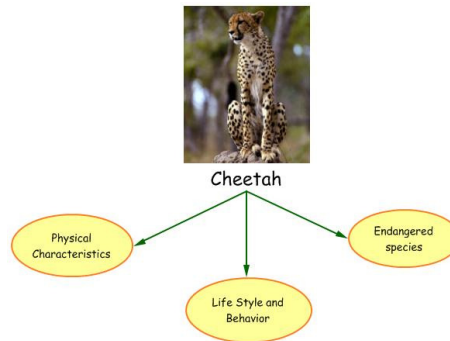
HIGHLIGHTING TOOLS TO TAKE NOTES OR HIGHLIGHT KEY INFORMATION **SUPPORTS REPRESENTATION OPTIONS** (RECOGNITION OR KNOWLEDGE NETWORK)

Go to the highlighting tool on the “formatting toolbar” in MSWord.

- Select the yellow highlighter. Highlight the main topic. (If there are subtopics, they should also be highlighted.)
- Select the green highlighter. Highlight the main idea for each paragraph.
- Select the turquoise highlighter. Highlight one supporting detail for each main idea.
- Select the pink highlighter. Highlight new vocabulary.

INSPIRATION — TOPIC WEB AND NOTES

1. **Open the Cheetah Inspiration file**
2. A Topic Web has been created where you will be adding visuals in the “diagram view” and take notes in the “outline view” in Inspiration



3. With the direction of your instructor, enter notes from the Cheetah article in the “outline view”
4. Once you have entered notes for the three main ideas, return to the “diagram view” and open the notes that are attached to the main ideas.

Note: For those students who may find entering notes difficult, audio notes can be used. Connect your headset and mic to your computer; go to the Tools menu > go to “insert video or sound” and select Record Sound.

5. When you are finished, you can export this file to MSWord where both the “diagram” and “outline” will viewable in a file
- There are two examples in the wiki: Inspiration file with notes and a MS Word file with two-column notes and visuals.

AWESOME HIGHLIGHTER: WWW.AWESOMEHIGHLIGHTER.COM
SUPPORTS REPRESENTATION OPTIONS (RECOGNITION/KNOWLEDGE NETWORK)

- Go to the Awesome Highlighter web page
- Paste in the following website: http://www.cheetah.org/?nd=general_info
- Click on **Highlight Page**
- **Stop:** Let’s review this tool features and how it can be used to support literacy skills
- **Go to the “Behavior” section of the cheetah information**
- **First, use the Mac Speech Tool** to provide reading support
- **Using the same color highlighters as in the previous activity in MSWord, highlight the topic, main idea, supporting detail and vocabulary of this sub topic in this article.**
- **Save the file** in your folder for this workshop
- **Email it to yourself.**